

Dear Sir / Madam,

Please accept this letter in consideration for the position of English Language Teacher.

I am an American citizen currently living in South Korea on an E2 visa. I am a CELTA-qualified teacher with experience teaching adults and young learners.

I am currently teaching English at Wharton Masters academy in Ok-dong, Ulsan, along with my partner Eoin Magill. We were employed as a couple in February 2013.

I am responsible for teaching Speaking, Writing, and TOEFL exam preparation at Wharton Masters to students ranging in age from 8 to 16. I currently teach five 40 minute classes and two 80 minute classes per day, as well as assisting students in speech preparation and essay-writing, evaluating new students' English ability, and performing monthly speaking and writing examinations.

My class sizes range from four to ten students; to manage my classroom I employ techniques such as asking students to brainstorm and discuss class rules; rewarding exceptional behaviour; rearranging the classroom layout; and assigning students responsibilities within the classroom.

Due to my BA experience in writing and performing poetry, I am proficient in grading my language and speaking in a clear, controlled tone of voice; during my CELTA training and full-time teaching experience, I was quickly able to gain students' attention in a calm and soft-spoken manner. I am an amiable and attentive teacher; my previous employers have praised me on the organized, structured delivery of my lessons, as well as my ability to form caring relationships with my students.

I enjoy traveling, and I view English Language Teaching as a way to integrate with new cultures while teaching and assisting people with their own aspirations.

Thank you for considering my application. I look forward to hearing from you soon.

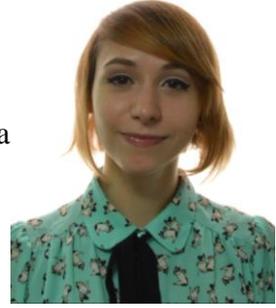
You may contact me at amanda.blake.davis@gmail.com or on Skype at [amanda.davis.skype](https://www.skype.com/people/amanda.davis.skype).

Yours sincerely,

Amanda Davis

Amanda Blake Davis

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Objectives

To obtain a position as an English Language Teacher, by adhering to CELTA standards and utilizing the teaching methods learned during my training and previous employment; to continue gaining experience teaching English as a foreign language.

Teaching Experience

February 2013 – Present

Wharton Masters Academy

English Instructor

- Teaching Speaking and Writing-based lessons.
- Publishing daily homework assignments to an online network.
- Adhering to strictly planned syllabuses and meeting assigned deadlines.
- Evaluating new students' English ability.
- Creating and administering monthly Speaking and Writing examinations.
- Creating and administering weekly vocabulary tests.
- Assisting students with additional essay-writing and speech preparation.
- Coordinating assignments and examinations with Korean co-teachers.
- Being an enthusiastic, flexible, hard-working member of a team, willing to take on additional responsibilities.
- Maintaining logs of students' attendance, performance, and lesson aims.

June – August 2012

Bucksmore Summer Programmes

English Language Teacher / Counsellor

- Responsible for planning, preparing, and conducting lessons extracted from the Bucksmore syllabus.

- Prepared students for Trinity GESE.
- Planned and participated in activities and excursions.
- Oversaw student welfare and pastoral duties; escorted students to and from airports.
- Participated in weekly staff development sessions and attended daily teachers' meetings.
- Maintained logs of students' attendance, performance, and lesson aims, as well as report cards assessing students' abilities.

February – June 2012

Northern Ireland Community of Refugees and Asylum Seekers

Volunteer English Language Teacher

- Planned lessons which catered to students' needs and interests by utilizing available resources.
- Promoted a relaxed and supportive learning environment.
- Provided one-on-one tutoring.

January – February 2012

CELTA: International House Belfast

- Taught classes of 5-15 elementary and intermediate-level students of varying ages from different nationalities and educational backgrounds.
- Tailored lessons according to analysis of students' needs, interests, and preferred learning styles.
- Created activities and planned lessons targeting productive and receptive skills.
- Utilized authentic texts and creatively adapted materials from *New English File* and *Cutting Edge* workbooks.

Education

January – February 2012

International House Belfast – Belfast, United Kingdom

- CELTA

2009 – 2010

Queen's University Belfast – Belfast, United Kingdom

- MA English (Irish Writing) with Commendation

2004 – 2008

Christopher Newport University – Newport News, VA, USA

- BA English (Creative Writing)
- Advanced Studies in England 2006 – 2007 – Oxford; Bath, United Kingdom

Employment History

February 2013 – Present	Wharton Masters Academy
June – August 2012	Bucksmore Summer Programmes
February – June 2012	Northern Ireland Community of Refugees and Asylum Seekers (<i>Volunteer</i>)
February 2009 – June 2012	The Little Cupcake Café
May – July 2008	Browseabout Books
January – May 2008	Christopher Newport University <i>Captain's Log</i> (<i>Volunteer</i>)
January – June 2007	Oxfam Bookshop (<i>Volunteer</i>)
May – August 2005	Huntington Learning Center

References available upon request.